

DUTY STATEMENT

Class Title: Associate Health Program Advisor	Position Number: 809-180-8337-901
Unit: HIV Counseling, Testing, and Training Section	
Section: HIV Counseling, Testing, and Training Section	
Branch: HIV Education and Prevention Services Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Associate Health Program Advisor (AHPA) is responsible for providing technical assistance and monitoring the contract for the development, coordination, and provision of HIV counselor trainings throughout the state of California.

Supervision Received: General direction from the Health Program Manager I, Chief of the HIV Counseling, Testing, and Training Section.

Supervision Exercised: None

Description of Duties: See below:

Percent of Time	Essential Functions
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40%	Provides overall direction in the areas of planning and implementation of training services to the state contractor who oversees the HIV Counselor Training Program (this program provides various types of counselor training to all 61 state-funded local health jurisdictions throughout the state who offer HIV antibody testing and counseling and prevention services); provides technical assistance to the training contractor to ensure that all training activities and materials are consistent with federal and state policies, regulations, and guidelines; monitors and evaluates current HIV Counselor Training program courses (e.g., Basic I, Basic II, Continuing Education Training (CET), and Supplemental Spanish Training); reviews and makes recommendations for content, style, and suitability for newly developed, on-line, health related CET courses; reviews revisions to existing training manuals and makes recommendations as needed; assesses, develops, and reviews new curriculum in collaboration with the training program contract staff and evaluates each training curriculum to ensure consistency and compliance with the latest training methods and standards; acts as training liaison between organizations that provide supplemental training to local health jurisdictions funded by the Office of AIDS (OA); assists in the development of specialized training in collaboration with other sections within the branch; and reviews training evaluations on contractor trainings to ensure quality of trainer performance in the areas of policy, training capability, quality assurance procedures, and proficiency for rapid testing.
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25%	Coordinates all contractual training programs that provide HIV counselor training for consistency and to ensure collaboration between contractors when appropriate; develops and amends training contracts as necessary; monitors additional contracts and provides technical assistance as necessary; and provides technical assistance to statewide contractors to ensure policies/program services are consistent with current prevention messages and protocols.
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- 20% Analyzes, investigates, recommends, and prepares responses to requests for AIDS-related issues, policy analyses, controlled correspondences, bill analyses, funding applications, research articles, program planning guidelines, progress and activity reports, etc.
- 10% Provides technical assistance to state-funded test sites to ensure compliance with OA policies and guidelines; conducts administrative test site evaluations, which include observing and evaluating test site counselors; and monitors progress reports for compliance with scopes of work and budget requirements.

Percent of Time Marginal Functions

- 5% Establishes and maintains rapport and effective working relationships with federal, state, and local representatives, community based organizations, public and private groups, and the general public; attends required meetings and conferences; and performs other duties as required.

Employee's signature	Date	Supervisor's signature	Date
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